



Summer 2014

Dear Northampton Recreation Summer Program Parents and Guardians,

Welcome and thank you for signing-up for the Northampton Recreation Department's summer programs. This parent packet contains information on Camp KidZone as well as the department's policies and procedures. Please review the packet thoroughly and make sure to go over all the necessary information with your child.

The Northampton Recreation Department's mission is to promote the health and general well being of the individual and the community. We hope to create memories that your child will remember for years to come while offering a safe environment where your child will grow through the various activities that we offer in each of our age-appropriate programs.

The Northampton Recreation Department hires experienced individuals to work with your children throughout the summer. Our staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. Our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor and Recreation Leader positions are certified in CPR, Epi-Pen administration and First Aid. All of our summer day camps fully comply with the State Health Department Codes and Inspections for Licensed Day Camps.

If you have any questions or concerns throughout the summer, please do not hesitate to contact us by calling the Northampton Recreation Department Office at 587-1040 or by emailing us at recreation@northamptonma.gov. Your feedback lets us know how we are doing.

Once again, welcome to the Northampton Recreation Department Summer Programs! Please make sure to keep this handbook to use as a guide throughout the summer, it is also posted on our website, www.northamptonma.gov/recreation.

Sincerely,

Erin Carroll
Recreation Supervisor

Shelby Michna
Assistant Director of Recreation

Ann-Marie Moggio
Director of Recreation

Registration/Changes Policies

Please note the registration policies below:

A. Additions to Original Registration

- a. Changes to the initial registration must be made in writing at least one week in advance of the **requested change**. A non-refundable \$25 deposit per session is required.
- b. To request a change, please submit your request in writing one of the following ways:
Email: recreation@northamptonma.gov
Mail: Northampton Recreation Department, 90 Locust St., Northampton, MA 01060
Fax: 413-587-1045
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot in the door after hours.

B. Refunds

- a. All sessions have a \$25 non-refundable deposit; there is also a \$10 service charge for all refunds.
- b. Requests for cancellations of sessions are subject to the policy stated above.
- c. **Refund** requests must be made in writing to the Recreation Department and must be submitted at least one week prior to the start of the program session.
- d. To request a refund, please submit your request in writing one of the following ways:
Email: recreation@northamptonma.gov
Mail: Northampton Recreation Department, 90 Locust St., Northampton, MA 01060
Fax: 413-587-1045
Drop off at the office, Monday-Friday, 8:30 a.m.-4:30 p.m., or put it through the mail slot in the door after hours.
- e. There are no refunds once a program begins.
- f. Please allow 4-6 weeks for your refund to process.

We look forward to a fun and active summer of 2014!

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Recreation Department office, 90 Locust St., Monday through Friday, 8:30 a.m.-4:30 p.m.

Northampton Recreation Department

Office Staff

Director	Ann-Marie Moggio
Assistant Director	Shelby Michna
Recreation Supervisor	Erin Carroll
Recreation Supervisor	Kathy Weston
Aquatics Supervisor	Laurie Pulver
Department Secretary	Eileen Wright
Senior Clerk/Secretary	Chris Kostek

Contact

Rec. Office: Monday-Friday, 8:30a.m.- 4:30p.m.
Phone: 587-1040
Fax: 587-1045
Email: recreation@northamptonma.gov
Website: www.northamptonma.gov/recreation
Weather changes: 587-1044 or check
website and click on "cancellations/changes"

Program Description

Camp KidZone



KidZone is a full day program that runs from 8:30am – 4:30pm and is for children entering grades 1 through 4. The program is offered in seven, one-week sessions starting June 30th and is held within the gorgeous 150 acres of Look Memorial Park in Florence. Daily activities include sports, arts and crafts, cooperative games and swimming at the Aquatic and Family Center at JFK Middle School or Musante Beach in Leeds. Each week's activities and special events are created around the weekly themes (see below). Included in the registration fee is a T-shirt for each participant, weekly Pines Theater entertainment shows and a field trip. The participant T-shirt must be worn on field trip days. Extended day is offered to children and families for a minimal extra fee, see options below.

<i>Session Dates</i>	<i>Weekly Themes</i>	<i>Highlights</i>
<u>Session 1:</u> June 30 – July 3 (no camp 7/4)	Summer Celebration	Pines Theater, Bus Trip Holyoke Children's Museum, Festival of Fun, Ice Cream Social,
<u>Session 2:</u> July 7 – 11	Great Outdoors	Pines Theatre, Bus Trip Lake Wyola, Scavenger Hunt, Tie-dye
<u>Session 3:</u> July 14 – 18	Wacky Water Week	Pines Theatre, Bus Trip Erving State Park, Olympics, Luau, Water Games
<u>Session 4:</u> July 21 – 25	Glorious Games	Pines Theatre, Bus Trip Interskate 91*, Team Spirit, Camprady Game
<u>Session 5:</u> July 28 – August 1	Holidaze	Pines Theatre, Bus Trip Bowling, Egg Day, Halloween Day
<u>Session 6:</u> August 4 - 8	Mixed Up Week	Pines Theatre, Bus Trip Erving, Alice in Wonderland, Camprady game, Tie-dye
<u>Session 7:</u> August 11 – 15	Final Fling	Pines Theatre, Bus Trip InterSkate 91*, Carnival, Pizza Party

**schedule above subject to change*

Units

When you register, you will write down the grade that your child **will be entering in fall 2014.** We break Camp KidZone up into two units; Unit I is for children entering grades 1 & 2 and Unit II is for kids entering grades 3 & 4.

Swimming Schedule

Camp KidZone swims Monday – Thursday at the Aquatic and Family Center at JFK Middle School. We break up the kids up into three different swim groups, they swim for one hour and we then walk them back to Look Park.

On Fridays we shuttle via bus over to Musante Beach in Leeds for an afternoon of swimming. The kids are shuttle bused over in two groups and everyone is back to the park by 4:00p.m. for regular pick-up.



Extended Day

Camp KidZone is held Monday through Friday, 8:30 am - 4:30 pm. We offer an extended day option that provides participants with 45 minutes of extra supervision in the beginning and end of the regular program hours (7:45a.m – 5:15p.m). The cost is \$20.00 per session (\$16 for session one because there will be no program on Friday 7/4). You must sign up for the whole session, you cannot choose days during the week.

Arts & Crafts

Each child will have one structured arts and crafts class for 30-45 minutes per session. An afternoon art option will also be available one day per week. Each week our Arts and Crafts Supervisor will offer new projects that are based upon the theme weeks.

Pines Theater

Look Park offers a variety of children's entertainment shows scheduled each Tuesday morning throughout our program. KidZone children will be attending these weekly entertainment shows and the cost is included in the weekly program fee. Pines Theatre events will be held rain or shine, the rain site is under a large tent. The Pines Theatre Children Series Schedule is below:

Session 1	July 1	Ed Popielarczyk's Magical Moments
Session 2	July 8	Jay Mankita – songwriter and recording artist
Session 3	July 15	Caravan Puppets
Session 4	July 22	Mister G! – funky original song master
Session 5	July 29	Chris Yerlig – illusions and more
Session 6	August 5	UNH Little Red Wagon
Session 7	August 12	Ed Popielarczyk's Magical Moments

Field Trips

Camp KidZone offers a field trip for all sessions. These costs are included in the weekly program fee. All participants and all staff of Camp KidZone will be attending these field trips. Our field trip schedule is as follows (*rain dates are usually the next day):

Session 1	Wednesday, July 2 – Holyoke Children's Museum
Session 2	Wednesday, July 9 – Lake Wyola
Session 3	Wednesday, July 16 – Erving State Park
Session 4	Wednesday, July 23 – InterSkate 91 – Hadley*
Session 5	Wednesday, July 30 – Bowling – Spare Time Northampton
Session 6	Wednesday, August 6 – Erving State Park
Session 7	Wednesday, August 13 - InterSkate 91- Hadley*

**schedule subject to change*

What to Provide Each Day

For starters, get a knapsack or tote bag and put your name on it. As a matter of fact, **put a name on everything!** (Our lost and found is huge by the end of the summer.) Now, fill the knapsack with....

- a) Lunch - We don't have a refrigerator so bring food items and beverages that won't spoil. Please also provide some munchies for a mid-morning **snack** break and afternoon **snack**.
- b) Bathing suit and a towel - There is a swim period every afternoon. Monday-Thursday we walk to JFK Middle School for swimming at the Aquatic and Family Center. On Friday afternoons, children are bussed to swim at Musante Beach in Leeds.
- c) Hat and **sunscreen** - Even though there is a lot of shade at the park, the **sun** is strong. Please apply sunscreen to your child each morning.

What Not to Bring

Please do not bring electronic devices, which include iPods, iPads, cell phones, hand held video games etc or anything that you do not want to lose or share to the summer programs. The Recreation Department is not responsible for lost or stolen items.

Inclement Weather (Rainy Days, Pop-up Thunderstorms)

If it is raining in the morning and you are not sure of the Camp KidZone location then please contact the Recreation Department's **24 hour information hotline at 587-1044 or visit our website at www.northamptonma.gov/recreation and click on cancellations/changes** for program updates.



The rain location for the KidZone program will be at the Aquatic and Family Center at J.F.K Middle School. Enter through the rear door, across from the tennis courts. If the rain continues all day, we will remain at the school. If it clears, we will return to Look Park. If it is predicted that there will be afternoon showers and/or thunderstorms then we will also head over to our rain site at JFK Middle School and afternoon pick-up will be at JFK, not Look Park. If there are any questions to where the pick-up location is then please contact the Recreation Department's cancellation hotline 413-587-1044 or check out our website at www.northamptonma.gov/recreation and click on cancellations/changes.

Look Park

Look Memorial Park is a privately operated facility, and they do not receive City tax dollars for operation. Therefore, our cooperative agreement with them stipulates that participants **MUST purchase a Look Park Vehicle Entrance Sticker for the Camp KidZone and Camp Hamp programs.** This year we have two options for passes for parents and guardians.

Option 1:

You may purchase a year round season entry pass for Look Park. These stickers are available in person at Look Park or at the Recreation Department and cost \$42 for a resident, \$50 for a non-resident, \$26 for a senior citizen, and \$35 for a non-resident senior. All same household second-vehicle stickers are 1/2 price when purchased with first sticker. These are good for all of 2014.

Option 2:

\$20 for Residents or Non-residents, per pass. This special pass is for our Camp KidZone and Camp Hamp programs. It is not a season's pass to Look Park, but a summer camp pass that will allow you entrance into Look Park for picking-up and dropping-off your child. This pass is only good from 7:45am-5:15pm, Monday through Friday while the program is running during the session you are signed up for. This pass is **ONLY** available for purchase at the Recreation Department.

****The Northampton Recreation Department is open Monday – Friday, from 8:30am – 4:30pm. ****

T-Shirts

Participants in Camp KidZone will receive t-shirts during the first session that they attend. Camp KidZone participants will need to wear their t-shirts on field trip days, which are on Wednesdays.



Program Procedures & Policies

Storage and Administration of Medication

Medical Conditions

All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over the counter medications for the participant shall be kept in the original containers containing the original label. There must be written permission from the parent/guardian. You child's counselor should carry your child's medications. On the first day of the program, please give the daily medication with an explanation of when to administer, etc. It is imperative, that if your child suffers from asthma or is allergic to bees or anything else, that we be informed.

Epi-Pen

All program supervisors are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, then please contact the Recreation Office before the program begins so that we have all the proper information before the program starts.

Medical Consent Waiver

Please fill out the appropriate consent forms as indicated on the registration form.

Policies

Parents have the right to review background check procedures, health care and discipline policies upon request.

Northampton Recreation Department 90 Locust St., Northampton, MA 01060 413-587-1040 www.northamptonma.gov/recreation

Special Arrangements

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please write this information down on the registration form for our Recreation Leaders.

Immunization & Physical Records

We need to keep immunization and physical records for all summer participants on file. Please provide a copy of your child's records when you are registering for summer programs. We will not take registrations without a copy of your child's immunization and physical record. (Usually, your pediatrician's office can run a copy if you ask)

You may register and get a copy of your child's records to the Recreation Department by the following options:

- A) Stopping by during office hours, 8:30am - 4:30pm, Monday - Friday
- B) Dropping it off at the Recreation Department after hours in the mail slot on the door
- C) Faxing it to 413-587-1045
- D) Scan and email it to recreation@northamptonma.gov



Drop Off/Sign-Out Procedure

For your child's safety we ask parents to abide by the following drop-off/pick-up procedures

Drop-off and pick-up of your child(ren) will be behind the Visitor's Center directly before the tennis courts on the right. Look for the sign that is labeled KidZone. On the first day of the program, you must park your car in the drop-off lane and walk your child over to his or her group. After the first day, when dropping off your child(ren), please enter the drop off lane and go to the farthest point to let your child(ren) out as to not create hold up in the drop-off lane.

Recreation staff will take the children from the drop-off lane to their groups. Drop-off time is 8:30 a.m. and pick-up time is between 4:00 and 4:30 p.m.

Do not stop at the bottom of the hill or at the entrance of the park to drop off or pick up your child(ren). This causes traffic as well as safety problems. Please find a parking space. Also, drop off is not allowed in the Garden House lot.

At the end of each day we require that parents sign their child(ren) out with their counselor. This is being done in order to ensure the safety of your child(ren). Please enter pick-up lane, park your car and go sign out your child. Please inform the Recreation Leaders on the first day who will be picking up the child(ren) during the session. Send a note if there are any changes. **Permission must be written and signed by the parent/guardian if someone else rather than him/her is picking up the child.**

Walkers/Bikers

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. If your child plans on walking/biking to and from Camp KidZone, then you must provide the staff with a signed note giving them permission. That will serve as signing out at the end of the day. Parents should have a back up plan for walkers/bikers on rainy days. If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the responsibility of the program. Children who are walking or biking cannot leave their program until 4:15pm, unless a parent puts in writing an earlier dismissal time.

Authorized Individuals for Pick-up

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. As you will see on the first page of the registration form there is section labeled Transportation on the bottom of the page. That is where you must fill in the names that are authorized to pick your children up from the summer program (beside parents). If someone other than the people listed on the registration form is to pick up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

Late/Early Fee

A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid. We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. (The Rec office closes at 4:30pm)

For emergency reasons only: if you need to call the KidZone program after the Rec. Dept. office closes at 4:30 p.m., you may try to call the Look Park Visitors Center: 584-5457. Although they are not a part of our summer programs, they may be able to contact us in Look Park.

Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

Safety

Staff - First Aid, CPR and Epi-Pen Certification

All program Directors and Recreation Leaders are certified in First Aid, CPR and the administration of an Epi-Pen. All Counselors will have a first aid kit to take care of basic accidents. An Incident Report will be filled out by every counselor if an accident occurs and counselors will inform the parents at pick-up about the minor injury.

CORI & SORI Background Checks

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Recreation Department staff members and volunteers that work and volunteer at our summer programs.

Staff to Participant Ratios

All of the Recreation Department programs will have an appropriate staff to camper ratio. The staff to participant ratio for Camp KidZone does not exceed 1:10.

Emergency Procedures – Major incidents

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed on your registration form then we will then try to call the person you listed on the registration form as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact!** We hope to never have to call an ambulance, but all such fees will be incurred at your expense. We will always try to contact you and have you pick up your child. This is **YOUR RESPONSIBILITY**, to have someone *always available*.

Reporting Abuse & Neglect

All children who attend the Northampton Summer Camps shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Social Services immediately. Summer Camp staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department of Social Services. The Northampton Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

Crossing Streets

Camp KidZone will cross the street on a daily basis when walking to the Aquatic and Family Center for afternoon swimming. We always use extreme caution when having children cross the streets. We have

participants hold hands with a buddy while one staff member stands in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the children across the street while the other staff follows the last child.

Absences and Tardiness

Absences

Please call the Northampton Recreation Department at 587-1040 or email recreation@northamptonma.gov to inform us if your child will be absent from their program. The Recreation Office opens at 8:30am., and there is voicemail. The office will inform staff at your child's summer program.

Late Arrival/Early Pick-up from Summer Programs

Please inform your child's Recreation Leader if your child will be arriving late to the program a day in advance, or inform them in the morning at drop-off for early pick-up. Camp KidZone is held at the spacious Look Park and sometimes it is a challenge for the parents to find their children's group to drop-off or pick-up early. Your child's counselor will have the best idea of where your child's group will be during the course of the day.

Field Trip Departures

Camp KidZone will go on a weekly field trip (see under field trips). The bus will typically leave the park around 9:30am. It is your responsibility to get your child to their program on time; buses will not wait for tardy participants.



Behavior & Discipline Policy

Behavior Contract

All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes using foul language, not keeping hands to themselves, not listening, distracting other participants, wandering away from activities without permission from staff and other actions that are taking away from the program on a constant basis.

The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension or further discipline from the Recreation Department's summer camps with further consequences possible. If child has to be removed from the program no refund will be given.

Suspension/ Termination/Removal from Program

The Recreation Department reserves the right of remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid camp fees for a session.
- Failure to follow the programs rules on a consistent basis.
- Consistent late pick-ups or early drops-offs.
- The Recreation Department may determine other issues not listed that could result in suspension or termination from the program.

Communication

Parent Communication

Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program Director. If, after speaking with him/her, you still have concerns, please contact the Recreation Department at 587-1040 to speak with the Recreation Supervisor or send us an email at recreation@northamptonma.gov. We are here to meet the needs of each family. Please let us know of anything that we can do to make your and your child's experience one that they will remember fondly forever.

